



**New Hampshire Department of Education  
Bureau of Special Education  
Catastrophic Aid Procedures Manual  
“Applying for CAT AID”**



**December 17, 2013**

\*Changes/Revisions/Clarifications to this manual from the previous manual dated May 15, 2013 are in green.

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## INTRODUCTION

The New Hampshire Department of Education, Bureau of Special Education, is offering guidance to districts seeking Catastrophic Aid (CAT AID) reimbursement. The term “Catastrophic Aid” refers to the financial assistance for special education costs distributed under RSA 186-C: 18, III to a responsible school district. This manual offers assistance to school districts and business offices with the CAT AID process. This manual is intended to provide guidance and does not replace law nor does it replace the New Hampshire Department of Education’s (NHDOE) fiscal review of districts’ application for CAT AID. The NHDOE financial accountability review serves as the conduit to decisions relating to CAT AID reimbursement.

The New Hampshire Department of Education (NHDOE), Bureau of Special Education is pleased to distribute the Catastrophic Aid Manual. The Catastrophic Aid Manual was developed using NHDOE issued memorandum, presentations to the field, and input and comments from the LEAs.

The NHDOE would like to thank all the organizations, groups and individuals for providing input.

The NHSEIS sought input from the New Hampshire Association of Special Education Administrators (NHASEA), the New Hampshire Association of School Administrators (NHASA), the South Central Special Education Directors and the North Country Special Education Directors. In addition to these individuals, the NHDOE also sought input from individuals who attended the CAT AID trainings.

### Eligibility for Reimbursement of CAT AID

School districts may be eligible for reimbursement of CAT AID based on the following:

- The cost to the district for implementing the student’s Individualized Education Program (IEP) during the preceding school year (July 1-June 30) must exceed 3-1/2 times the estimated state average expenditure per pupil.
  - For students who have been placed in more than one (1) program during this period, costs are accumulative.

- For students who receive extended school year services during this period, the extended school year services must be entered into the IEP in the Extended School Year Services (ESY) section in NHSEIS in order to be considered for CAT AID reimbursement.
- According to RSA 186-C:18, III, the Department of Education shall:
  - Be liable for 80 percent of the cost above the 3 ½ times the estimated state average expenditure per pupil for the school year preceding the year of distribution, up to 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.
  - The Department of Education shall be liable for all costs in excess of 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.

Only allowable costs paid from local funds will be considered for CAT AID reimbursement. If an allowable cost is paid with federal funds, the cost will be disallowed.

#### Consideration for Eligibility for Reimbursement of CAT AID

- School districts must enter in the New Hampshire Special Education Information System (NHSEIS) student evaluation information, the Individualized Education Program (IEP) and placement. The data must be in compliance with the requirements of the New Hampshire Rules for the Education of Students with Disabilities (effective June 30, 2008). Since NHSEIS is the official Special Education Information System (NHSEIS), the NHDOE will only use information entered in the appropriate sections of NHSEIS for consideration of CAT AID. The NHDOE will not review IEPs developed with other software systems, IEPs developed by private special education programs/schools or other state's IEPs. It is crucial that the data entered be accurate and up to date. The districts are advised to implement a system of "checks and reviews" to ensure accuracy of the invoices prior to entering the invoice information into NHSEIS.
- When a school district has placed a student in a special education program approved for his/her disability by the NHDOE or by the state in which the program operates, the placement **must be** entered into NHSEIS under program services. The NHDOE will **only** consider placements for CAT AID that are entered in the program services section of NHSEIS including placements for approved special education summer programs. If you are placing a student in an out of state special education program that is not in NHSEIS, has an expired date or will expire soon; it is the district's responsibility to seek special education approval documentation from the host state's DOE. The

NHDOE recommends seeking the host state's special education approval prior to placing the student at the program. A list of all current approved special education programs are posted on the district's NHSEIS site. This list is updated every two weeks. Once any approved program in NHSEIS is modified, including out of state programs, the change occurs immediately.

For example, if an approval date is extended in NHSEIS, the change will take place immediately. With the change taking place immediately, this prevents each district having to call the NHDOE to make the change. If you would like the NHDOE to enter a new out of state special education program or extend the end date, the forms for districts may be found on the NHDOE website under special education and then program approval.

- Students who are placed using an Individual Program Approval (IPA) are eligible to seek CAT AID reimbursement if their special education costs meet the guidelines for CAT AID. For students who are placed using an IPA, the NHDOE will enter placement under approved programs. It is the districts responsibility to select that approved placement for their finalized IEP.
- Costs incurred during any period of time that student's records were out of compliance are not eligible for reimbursement i.e., not having an agreed upon IEP.
- Any changes to an IEP must occur prior to the submission of the IEP for consideration of Catastrophic Aid. Changes to the IEP must follow the Special Education process.
- For out of state residential placements that do not separate out tuition and residential costs on the invoices, the rate is figured by splitting the state approved rate. For example, tuition would be 50% of the rate and residential 50% of the rate.
- **Careful attention must be paid to the following:**
  - ✓ Only IEPs that have been agreed upon by the parent/guardian will be considered for CAT AID. The NHDOE will not consider draft or proposed IEP for CAT AID. **IEP's created after the end date of an IEP will not be considered for CAT AID. The student history section in NHSEIS shows the documentation date created. The NHDOE encourages the district to review the students IEP after the draft IEP has been created to ensure that the correct time has been entered into NHSEIS.**

- ✓ Only invoices which have dates that coincide with the dates of the services identified in the IEP will be considered for CAT AID.
- ✓ The NHDOE may request a signed copy of the original IEP at any time during the review process. Failure to provide the IEP will result in all costs for this student being disallowed.
- ✓ Prior to submitting the Superintendent cost verification form for CAT AID; please review the students CAT AID for any errors. Example the IEP may state 3 minutes rather than 30 minutes. In the financial summary please make sure that all invoices are attached to a valid IEP. NHDOE understands there maybe extenuating circumstances regarding the students IEP. Please contact the NHDOE to discuss in detail.

#### Responsibilities of the NHDOE

- The NHDOE will review all applications for CAT AID to ensure that the processes outlined in this manual are followed.
- When a student transfers from one district to another district during a school year, all costs shall be added together to verify that the student's total cost meets the threshold for CAT AID. If found eligible, reimbursement will be computed according to the cost incurred within each district.
- If in any year, the amount appropriated for distribution as catastrophic special education aid exceeds the allocated amount, the district's reimbursement shall be prorated.
- The NHDOE shall distribute Catastrophic Aid reimbursement payments on or before January 1<sup>st</sup> of each year.
- As students are placed in programs, NHSEIS automatically adjusts for this change in capacity as students are being placed in the program.

## ENTERING INFORMATION INTO FINANCIAL SUMMARY

To begin entering invoices into the Financial Summary section of NHSEIS please go to your District Site.

Once on the district site, please click on "School System."

Here is a screen shot of where to find the button for "School System"

EasyIEP (nhtrainingsite, Bridget Goodwin) - Windows Internet Explorer

https://nhseis.ed.state.nh.us/easyiep.plk?op=all\_authenticated&CustomerName=nhtrainingsite&SessionID=9F6ED89E01F6101598ED60F48984A29

File Edit View Favorites Tools Help

McAfee

EasyIEP (nhtrainingsite, Br... x New Hampshire Department ...

Log Out Main Menu Students Advanced Search My Docs Wizards Schools School System Users My Info PCG

EASYIEP™ v 9.5 Message Board

Send us a message: [Question](#) / [Bug Report](#) / [Comment](#) / [Suggestion](#) / [My Messages](#)  
[Review the License Agreement](#)

NOTE: Your browser is using JavaScript version 4.0, and your monitor's resolution is 1152 by 864 pixels.

11/30/2010 RTilton. The NHSEIS system will be down from Midnight December 27, 2010 for upgrade to Version 9.6. The system will be backup at 8:00 A.M. on December 30, 2010.

11/8/10 NFaro. For those school districts that have a student at the Contoocook School, we have updated the Contoocook School Program Capacity to 20 per a program approval letter for that amount.

11/18/10 THersh. NHSEIS Forum 11-19-10 at 11:00 AM. Thank you.

10/25/10 THersh. COTA has been added to the Service Coordinator Title and the Service Provider Title in NHSEIS.

10/6/10 RTilton. The Department will be making the final draw down for data to compile Table 4 and Table 5 on October 7, 2010.

9/28/10 RTilton. When doing the reports for your District for Table 4 use the Begin Date of 7/1/09 and the End Date 6/30/10, for Table 5 use School Year of 2009-2010. These report will be run by the Department on 10/04/10 for reporting to OSEP. Tables 1 and 3 have a census date of 10/1/2010 with a reporting date of 2/1/2011. Using these dates will be the same dates that the Department will report for.

2/5/09 TMorrill. The Data Quality and Advance Search Compliance reports should be run on a monthly basis to identify students; transferred into your SAU, missing required data elements, and address SPED compliance. NHSEIS compliance is a symbol. Ideally, all students should have a green check mark symbol. A green check mark does not ensure the student has a placement as part of the compliant IEP(check the IEP service detail).

1/20/10 T.Hersh. For the Data Quality Report, missing District of Liability or Town of Residence MUST be corrected in the IEP Process Wizard, Student Information.

Previous Message Board postings can be found in the documents list "Previous Messages".

Start | EasyIEP (nhtrainingsite) | Calendar - Microsoft Outlo... | Inbox - Microsoft Outlook | 3:12 PM

Click on  
School  
System

The NHDOE  
posts  
information  
regarding  
NHSEIS on  
the  
Message  
Board.

Once you have clicked on the “School System” button, please click on the “Financial Summary” button. The Financial Summary is used to determine Catastrophic Aid reimbursement for child- specific applications.

Once you are in the Financial Summary, please enter the student’s SASID number. You could enter the student’s last name rather than the SASID number. However, if you do enter the student’s last name, more than one student may come up. Please ensure that you have selected the correct student.

Click on Financial Summary

The screenshot shows a web browser window with the URL [https://nhses.ed.state.nh.us/easyiep.plx?op=alt\\_authenticated&CustomerName=nhtrainingsite&SessionID=21882AF749DF1015B4B5CAF97867D6D4](https://nhses.ed.state.nh.us/easyiep.plx?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=21882AF749DF1015B4B5CAF97867D6D4). The browser title is "EasyIEP (nhtrainingsite, Bridget Goodwin) - Windows Internet Explorer". The page content includes a navigation menu with "School System" selected, and a sub-menu with "Financial Summary" highlighted. Below the menu is the "Edit School System Information" form with the following fields:

School System Name:	<input type="text" value="New Hampshire Training Site"/>
School Year:	<input type="text" value="2010-2011"/>
School System Code:	<input type="text" value="NHTS001"/>
Address:	<input type="text" value="101 Pleasant Street"/>
City, State, ZipCode:	<input type="text" value="Concord"/> <input type="text" value="NH"/> <input type="text" value="03301"/>
E-Mail Address:	<input type="text" value="tmorrill@ed.state.nh.us"/>
Phone Number:	<input type="text" value="603 271-3737"/>
Fax Number:	<input type="text"/>
SAU:	<input type="text"/>
Region:	<input type="text"/>
County:	<input type="text"/>

Below the form is a section titled "EasyFAX Pages Used in Current Month:" with an "Update the Database" button. At the bottom, there is a copyright notice: "Copyright © 1999-2010, Public Consulting Group, Inc. All rights reserved". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:30 PM.

Enter student's SASID#. Click "Search."

The screenshot shows a web browser window titled "EasyIEP (nhtrainingsite, Bridget Goodwin)". The address bar contains the URL: [https://nhses.ed.state.nh.us/easyiep.plk?op=alt\\_authenticated&CustomerName=nhtrainingsite&SessionID=9F6ED89E01F6101598BED60F48984A29](https://nhses.ed.state.nh.us/easyiep.plk?op=alt_authenticated&CustomerName=nhtrainingsite&SessionID=9F6ED89E01F6101598BED60F48984A29). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The McAfee security bar is visible below the browser's address bar. The main content area features a navigation menu with the following items: School System, System Info, Reports, Inactive Students, User Types, Financial Summary, Log Out, Main Menu, Summary, Lists, Inactive Users, User Type Assign, and Transfer Student. The "Financial Summary" section is active and contains a search form with the following fields and options: Student ID: [text box]  Exact Match, First Name: [text box]  Exact Match, SASID: [text box]  Exact Match, and Last Name: [text box]  Exact Match. A "Search" button is located to the right of the search fields. Below the search form, there is a copyright notice: [Copyright © 1999-2010, Public Consulting Group, Inc. All rights reserved](#). The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 10:23 AM and 100% zoom level.

Please confirm that this is the student that you wish to enter invoices for. To continue, please click on the student's name. Please organize your invoices in chronological order. Putting the invoices in chronological order will assist you in entering invoices efficiently. The NHDOE calculates CAP and provides this information to the districts. CAP is 3 ½ times the estimated state average expenditure per pupil.

Click on high-  
lighted name  
to go to the  
student's  
Financial  
Summary.

The screenshot shows the EasyIEP web application interface. At the top, there is a navigation menu with options like 'School System', 'System Info', 'Reports', 'Inactive Students', 'User Types', and 'Financial Summary'. Below this is a search section titled 'Select a Student Finance Summary'. It contains search criteria for 'Student ID', 'SASID', 'First Name', and 'Last Name', each with an 'Exact Match' checkbox. The 'Last Name' field is populated with 'doe'. A 'Search' button is located to the right of the search fields. Below the search section is a table with the following data:

School	Grade	Name	Student ID	Age	Dis	Case Manager
ELEM	2	John Doe	2035937	8	SP	Terry L Hersh

Below the table, it indicates '(1 Students)'. At the bottom of the page, there is a copyright notice: 'Copyright © 1999-2011, Public Consulting Group, Inc. All rights reserved.' The browser's address bar shows the URL: 'https://nhses.ed.state.nh.us/easyiep.plk?op=financial\_summary&InvoiceStudentID=547&CustomerName=nhtrainingsite&SessionID=36AE97'. The taskbar at the bottom shows several open applications, including 'Inbox - Microsoft Outlook', 'Catastrophic Aid Procedur...', 'EasyIEP Aggregate (~nh...', and 'EasyIEP (nhtrainingsi...'. The system clock shows '2:26 PM'.

## FINANCIAL SUMMARY

Please select the year in which you will be submitting invoices. When entering invoices for Catastrophic Aid, please keep in mind it is for the previous year. NHSEIS calculates costs based on the number of units and unit price. It is essential that the LEA's review the invoices prior to entering the costs into NHSEIS to ensure accuracy of the invoices. Please review the invoices prior to entering into NHSEIS to ensure the invoice clearly identifies the student either by name or SASID #, that the services in the invoices are for services identified in the IEP, the date of the invoices are the dates identified in the services of the IEP. The invoices must have the dates of services rendered and those dates must coincide with the dates of services in the IEP. If applicable, check to ensure that the rate you have entered is the NHDOE's or host state's established rate.

School System	System Info	Reports	Assign Schools	Inactive Students	User Types	External Systems	Finance Summary	Financial Configuration	Set Program Rates	Set Service Rates
Log Out	Main Menu	Summary	Lists	Assign Teachers	Inactive Users	User Type Assign	Transfer Student	Add Providers	Program Approval	

**Financial Summary for John L Doe** [New Mail](#)

Student ID:   Exact Match    First Name:   Exact Match      
SASID:   Exact Match    Last Name:   Exact Match

Student: John L Doe    Student ID: 2035937    SASID: 9871234567    DOB: 10/22/2002    District of Liability: Concord

Lock School Year

Financial Summary for School Year:

### Annual Totals

Invoice Total:	0.00
Non-Medicaid Reimbursable Total:	0.00
Disallowed:	0.00
Reimbursements:	0.00
Net 402 Cost:	0.00
Net Cat Aid Cost:	0.00

There are no Invoices

Click on the drop down menu and select the appropriate school year for which you are seeking reimbursement.

### STUDENT'S FINANCIAL SUMMARY PAGE CONT...

As Districts are entering invoices, NHSEIS is calculating CAP, invoice totals and disallowed costs. The NHDOE highly recommends that districts enter invoices into NHSEIS on a monthly basis. By entering invoices on a monthly basis, districts can audit whether or not they are being appropriately charged for the number of units as identified in the IEP and the cost of the services. When developing an IEP, please think of units as 30 minute increments. By using thirty minute units, this allows for consistency with your vendors. Districts will also be able to verify that they are being charged at the NHDOE's or host state's established rate. If there are errors on the invoice, this will give a District an opportunity to reconcile the invoice prior to the CAT AID submission on August 1<sup>st</sup>.

The State establishes its rate based on 30 minute increments of service. In cases where the service is for 45 minutes, the district should select the service from the drop down. Enter one unit at 30 minutes and one unit at 15 minutes. The rate for the 15 minute unit will be entered using half the established rate. Both the IEP and invoices will need to reflect these entries.

For rates that are not established by the State, services can be entered for any increment providing the increment matches the rate at which they are being charged. For example, the invoice shows 48 minutes per day. The invoice should show the cost of a 48 minute session.

The NHDOE in previous reviews of CAT AID have found several incidents of districts entering in more units of services than identified in the IEP. Although Districts may provide additional services to students, Districts cannot seek reimbursement for these additional units of services.

<b>School System</b>	System Info	Reports	Assign Schools	Inactive Students	User Types	External Systems	Finance Summary	Financial Configuration	Set Program Rates	Set Service Rates
Log Out	Main Menu	Summary	Lists	Assign Teachers	Inactive Users	User Type Assign	Transfer Student	Add Providers	Program Approval	

**Financial Summary for John L Smith**  New Mail

Student ID:   Exact Match    First Name:   Exact Match  
 SASID:   Exact Match    Last Name:   Exact Match   

Student: **John L Smith**    Student ID: **2031582**    SASID: **0011223345**    DOB: **05/01/1998**    District of Liability: **Hanover**

Lock School Year

Financial Summary for School Year:

**Annual Totals**

<b>Invoice Total:</b>	400.00
<b>Non-Medicaid Reimbursable Total:</b>	400.00
<b>Disallowed:</b>	0.00
<b>Reimbursements:</b>	0.00
<b>Net 402 Cost:</b>	0.00
<b>Net Cat Aid Cost:</b>	400.00

Invoice total is the total amount of the allowable costs.

**Invoices**

Vendor	Invoice Number	Invoice Date	Amount	Disallowed
<a href="#">New Hampshire Department of Education</a>	inv 1	10/01/2012	200.00	0.00
<a href="#">New Hampshire Department of Education</a>	Inv. 2	11/01/2012	200.00	0.00

The cap is pre-populated prior to entering invoices.

### ENTERING INVOICES

When entering invoices into NHSEIS, you must enter the name of the vendor, the invoice number as well as the date of the invoice. The NHDOE encourages Districts to work with their vendors so that each invoice has an invoice number provided by the vendor. Invoices must clearly identify the student either by name or SASID # who received services. The NHDOE will not consider the costs of an invoice if it is not clearly identified what student received services. This may be done by either the student's SASID # or Name on the invoice. Please remember to enter the invoices in chronological order. NHSEIS calculates when CAP is met. NHSEIS is also designed to populate the dropdown in the service section with information from the IEP. NHSEIS is designed so that once a vendor has been entered, the District will not need to re-enter the vendor for each invoice.

For new vendors, there is an "Add a New Vendor" button. This allows Districts to enter new vendor information.

See the next page for a screen shot of entering invoices

## INVOICE PAGE

**1**  
Enter Vendor's Invoice number.

**2**  
Enter Date of Invoice

Invoice must include student's SASID # or name.

**3**  
Select a vendor from the drop down list.

If Vendor is not found in drop down list, click here to add New Vendor.

The screenshot shows the 'Invoices' page in a web browser. At the top, there are navigation tabs for 'Students', 'Personal', 'Eligibility', 'Assessments', 'Participations', 'Goals & Objectives', 'Special Ed Services', 'Transition Plan', 'Contacts', 'Financial Summary', and 'Student History'. Below these is a sub-menu with 'Log Out', 'Main Menu', 'Parents', 'Team', 'Narratives', 'Accommodations', 'Supplemental Aids', 'Related Services', 'Transition Services', 'Documents', and 'Discipline'. The main content area displays student information: 'Student: Tweety Birdie', 'Student ID: 8848555', 'SASID: 1234567812', 'DOB: 09/04/1994', and 'District of Liability: Contoocook Valley'. Below this, it says 'School Year: 2009 - 2010 (07/01/2009 - 06/30/2010)' and a warning: 'The student's invoice total has exceeded the States 402 cap!'. The form contains several fields: 'Invoice #' (with callout 1), 'Invoice Date:' (with callout 2), 'Payment Date:', 'Payment Ref Num:', 'Medicaid Eligible:' (checkbox), 'Locked:' (checkbox), 'Vendor:' (dropdown menu with callout 3), 'New Vendor:' (button labeled 'Add a New Vendor'), 'Vendor Code:', and 'District Code:' (pre-filled with 'NHTS001'). Below the form is a table titled 'Invoice # Line Items' with columns: 'Del', 'Service', 'Setting', 'Begin Date', 'End Date', 'Units', 'Unit Price', 'Amount', 'Units Allowed', and 'Price Allowed'. The table has one row for 'Exceptional Costs'. At the bottom, there is a 'New Lines' section with three rows, each starting with a dropdown menu (labeled #1, #2, #3) and a 'Day' dropdown.

### ENTERING INVOICES CONT....

NHSEIS is designed to generate a drop down menu from specific sections of the IEP. The specific sections of the IEP that are generated into a drop down menu in the service section of the financial summary are Special Education Services, Custom Special Education Services and Related Services. The NHDOE understands that there may be situation that a district may need to write on an invoice. It will be the discretion of the NHDOE to decide whether or not the “write on” of an invoice still maintains the integrity of the invoice. Please remember to use the current IEP. **The NHDOE will not consider an invoice for CAT AID reimbursement if the district has itemized the vendors invoice. Invoices must clearly state the type of service the student is receiving.**

NHSEIS compares the number of units and sessions from these three areas to the data Districts enter from the invoices. When there is an overage of number of units and sessions, NHSEIS will disallow the costs. To assist in the review of your invoices, you may indicate when a session is a make-up session. The invoices should reflect the date of services rendered.

If this occurs, Districts must re-enter the information using the number of units and sessions agreed upon in the IEP. When districts enter the number of units and the cost per unit, you must enter the units in 30 minute increments.

The NHDOE understands that there may be occasions when Districts may have invoices that reflect services that are less than the number of units identified within the IEP. If you encounter this situation, please enter in only the services that have been given.

The NHDOE reviews the invoices to ensure that the information stated on the invoice matches the information on the IEP. If there is a discrepancy that the District is able to correct, the District is given 5 days to make the correction. All e-mail correspondences pertaining to CAT AID will be sent to the district’s special education director. The NHDOE has given a specific timeline in order to comply with the January 1<sup>st</sup> deadline for payment to LEAs. The information entered into NHSEIS must match the invoice in order for a district to receive reimbursement for that invoice.

If districts would like a preliminary report, they can review the annual totals for the student on the Financial Summary page. The annual totals show the total of all the invoices, as well as the disallowed costs. The annual totals also show when a student’s cost meets the “cap” for CAT AID.

For invoices with residential costs, the tuition cost and the residential costs must each be clearly identified in the invoice including daily rate and the number of units. The units for residential and tuition costs must be entered in by the day.

The NHDOE enters the established rates for the NHDOE's or host State's established rate NHSEIS. If Districts enter an amount over the established rate, NHSEIS will disallow the overage. If this occurs, Districts must re-enter the information using the State established rate. Here is the link for New Hampshire's established rates:

[http://www.education.nh.gov/instruction/special\\_ed/documents/2013\\_2014\\_approved\\_rates.pdf](http://www.education.nh.gov/instruction/special_ed/documents/2013_2014_approved_rates.pdf)

As the NHDOE receives the out of district rates, they are entered into NHSEIS at the time in which they are received. If the rates are not received until November, the rates will not be entered until November. Districts must go to each invoice and select "Update the Database" button only for invoices that are entered prior to the established rate being entered.

The NHDOE is aware that some agencies have more than one approved special education program. When an agency has more than one approved program, the name of the specific program must be clearly identified on the invoice. This will allow the NHDOE to verify the correct rate is being considered for CAT AID reimbursement.

Transportation must be identified in Related Services in order for Transportation to be considered for CAT AID. Transportation includes travel to and from school and between schools and other locations in which the IEP services are provided. Transportation costs are considered only for the student's transportation. Transportation is part of the drop down menu under Related Services. By using transportation identified within Related Services, Districts will be able to enter units and unit costs for CAT AID reimbursement. Transportation costs of more than \$5,000 require invoices. Transportation costs of \$5,000 or less do not require invoices. When entering services of a bus monitor please use "Custom Special Education Services," and type in bus monitor. If an individual other than a bus monitor provides the service of "monitoring" such as para-professional, one on one aide, rehabilitative aide, or one on one assistant, the invoice must match the service identified in the IEP. This will allow you to enter the units as well as the unit price. By entering bus monitor under "Custom Education Services" this will allow NHSEIS to populate bus monitor into the drop down menu under "Service" in the Financial Summary Section.

The NHDOE will not consider contracts as invoices to seek CAT AID reimbursement.

Below is a screen shot identifying the areas that were discussed in the previous page of directions.

1

This drop down is generated from Special Education Services, Custom Special Services, & Related Services.

The screenshot shows the EasyIEP software interface. At the top, there is a navigation menu with tabs for Students, Personal, Eligibility, Assessments, Participations, Goals & Objectives, Special Ed Services, Transition Plan, Contacts, Financial Summary, and Student History. Below the menu, there are input fields for 'Payment Ref Num.', 'Vendor Code', 'Medicaid Eligible' (Yes/No), and 'District Code' (NHTS001). The main section is titled 'Invoice # Line Items' and contains a table with columns: Del, Service, Setting, Begin Date, End Date, Units, Unit Price, and Amount. A dropdown menu is open, showing a list of services with their codes and dates. The services listed are: 'In-Class Instruction by Special Educator Specialist' (2804 and 2821), 'Instructional Accommodations' (2804 and 2821), 'Pre School Home Instruction' (2804 and 2821), and 'Speech Pathology - Group' (2804 and 2821). Below the table, there are buttons for 'Add New Invoice', 'Switch to Financial Summary', and 'Delete this Invoice'. The footer contains the copyright notice: 'Copyright © 1999-2010, Public Consulting Group, Inc. All rights reserved.'

2

Enter Begin and End Date of services detailed in the Invoice.

3

Enter the number of units and the cost per unit. Units must be in 30 minute increments

## INVOICE PAGE CONT....

Payment Ref Num:  Vendor Code:   
Medicaid Eligible:  Yes District Code:

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount
	Exceptional Costs						
# 1		Day					
# 2		Day					
# 3		Residential					
# 4		Day					

(to add a new line item, simply select and enter data for any of the 4 rows above)

Update the database  
Add New Invoice  
Switch to Financial Summary  
Delete this Invoice

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Select "Day" from the drop down for Tuition costs and "Residential" for the room and board costs.



Happy Day Department  
 45000 Pleasant Street  
 Concord, NH 03301

Phone: 555-555-5555  
 Fax: 555-555-5555  
 E-mail:  
 someone@example.com

# Invoice

Bill To:

Desk and Chair School  
 District  
 12345 Pencil Way

Invoice # : 21000  
 Invoice Date: 12/31/2013

NAME: John Doe

SASID# 1234567899

Begin Service Date	End Service Date	Description	Quantity/UNIT	Unit Price	Total
12/01/2013	12/29/2013	Tuition for John Doe	9	500.00	4,500.00
12/01/2013	12/01/2013	Speech Pathology-Ind.	1	250.00	250.00
12/08/2013	12/08/2013	Speech Pathology-Ind.	1	250.00	250.00
12/15/2013	12/15/2013	Speech Pathology-Ind.	1	250.00	250.00
12/22/2013	12/22/2013	Speech Pathology-Ind.	1	250.00	250.00

**\*If appropriate, please indicate 'Individual' or 'Group'.**

TOTAL INVOICE AMOUNT 5,500.00

Payment/Credit Applied

TOTAL 5,500.00

**SAMPLE**

## PROGRAM PLACEMENT

When entering program placement including placements for approved special education summer programs into the IEP use “Select Program Placement.” By using “Select Program Placement” this ensures that either the NHDOE or the Host State has approved the special education program. By using “Select Program Placement” this also ensures that the student meets the special education approval for the student’s age, gender and primary disability in addition that the number of students within the program has not exceeded capacity. Invoices should not be entered for placement including tuition and room and board if the name of the program does not appear in the drop down menu under “Program Services” in the Service section of the Financial Summary. **Students that are residentially placed in New Hampshire need to have two placements entered into NHSEIS; the day educational program and the residential program. This is to account for the specific day program costs as well as residential costs. Quite often there is a difference between the number of school days compared to residential days.** The NHDOE WILL NOT consider cost for program placement either tuition and/or room and board if the program is entered into Custom Special Education Services. The NHDOE will not consider placement costs if the placement is identified in other software systems, IEPs developed by private special education programs/schools or other state’s IEPs. The NHDOE will not consider cost for program placements entered into Custom Special Education Services since this bypasses the business rules associated with program placement.

Click on either Quick Link to get to this page.

Begin and end dates must be entered into these fields.

EasyIEP (nhtrainingsite, Bridget Goodwin) - Windows Internet Explorer  
https://nhsees.ed.state.nh.us/easyiep.plk?top=all\_authenticated&CustomerName=nhtrainingsite&SessionID=B188D6E32AA21015B90C314500C71CE

File Edit View Favorites Tools Help  
McAfee

EasyIEP (nhtrainingsite, Bridget Goodwin) Home News (0) Print Page Tools

Pop-up blocked. To see this pop-up or additional options click here...

Logout Exit PW PW Home View Documents Question/Suggestion Report an Error

### Search for Special Education Programs

John L. Doe

Enter the student's special education programs below. You must include a begin and end date AND the FACILITY name in the PROVIDER field, in order to find an available program.

Program Begin Date: <b>(required)</b>	<input type="text"/>
Program End Date: <b>(required)</b>	<input type="text"/>
Program Name: (enter all or part of the program name)	<input type="text"/>
Location: (enter all or part of the location, if known)	<input type="text"/>
Provider Name: (enter all or part of the provider's name, if known)	<input type="text"/>

Find Program(s) >> << Back

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Done  
Start Inbox - Microsoft O... 1 Reminder Calendar - Microsof... Catastrophic Aid Pr... EasyIEP Aggregate... EasyIEP (nhtrai... 12:45 PM

## ATTENDANCE

Students must be in attendance in order for the services in an invoice to be considered for CAT AID. Place a check in the "Attendance Certified" box to verify the student's attendance. By checking this box, the District is verifying that the student was present for the services found in the invoice. Districts are responsible to keep student attendance records. Districts do not need to submit attendance records to the NHDOE, however; the District must be able to produce the attendance records if requested by the NHDOE. The NHDOE is not able to consider costs when students are not present to receive the services.

The screenshot shows the EasyIEP software interface in a Windows Internet Explorer browser. The page title is "EasyIEP [nhtrainingsite, Bridget Goodwin]". The URL is "https://nhses.ed.state.nh.us/easyiep.plk?top=all\_authenticated&CustomerName=nhtrainingsite&SessionID=4949A2F0FBA11014B2AED58BDB0CFBD". The browser has a McAfee security bar. The main content area shows a form for an invoice with the following fields:

Invoice #	Locked: <input type="checkbox"/> Yes
Invoice Date: [03]	Vendor: [dropdown]
Payment Date: [03]	New Vendor: Add a New Vendor
Payment Ref Num:	Vendor Code:
Medicaid Eligible: <input type="checkbox"/> Yes	District Code: NHTS001

Below the form is a table titled "Invoice # Line Items". The table has columns: Service, Setting, Begin Date, End Date, Units, Unit Price, Amount, Units Allowed, Price Allowed, Amt Disallowed, Reason Disallowed, Attendance Certified, State Responsibility, and Medicaid Reimbursable. The first row is for "Exceptional Costs" with "Attendance Certified" checked and "State Responsibility" set to 0.00. Below this is a "New Lines" section with four rows for adding new items, each with a "Day" dropdown and "Begin Date" and "End Date" fields. A note says "(to add a new line item, simply select and enter data for any of the 4 rows above)". At the bottom are buttons: "Update the database", "Add New Invoice", "Switch to Financial Summary", and "Delete this Invoice".

Program name can be selected from the drop down.

Click this button to add a New Vendor

Check this box to Certify Attendance.

## **EXCEPTIONAL COSTS**

### **Reevaluations Allowed**

Costs for Reevaluations (3 year evaluations) may be entered in the financial summary under “Exceptional Costs.” In order for re-evaluation costs to be considered, the evaluation must be a required assessment found under Ed 1107.04 in Table 1100.01. The required assessment must be given by a qualified examiner as identified in Table 1100.01. The state timelines must be met including the time extension timeline. Evaluations that are not required under ED 1107.04 will not be considered for CAT AID.

The district is able to submit costs for reevaluations pursuant to Ed 1107.05(a) (b). The NHDOE will only consider costs for a reevaluation that has not occurred more than once a year unless there is documentation that the parent and LEA agree. The district will need to submit to the NHDOE evidence of the parent consent to reevaluate. The invoice must state that the costs are for a reevaluation. To enter the costs into NHSEIS please enter the invoice under “Exceptional Cost” in the financial summary.

### **Independent Educational Evaluation**

The NHDOE will consider the costs for an independent education evaluation. The district will need to submit to the NHDOE an invoice stating the costs are for an evaluation. To enter the costs into NHSEIS please enter the invoice under “Exceptional Cost” in the financial summary.

### **Other Assessments**

The district is able to submit costs for assessments. The invoice must state that the costs are for assessments. To enter the costs into NHSEIS please enter the invoice under “Exceptional Cost” in the financial summary. Below are some examples of other assessments that will be considered:

- Assistive technology
- Vocational assessment
- Orientation and mobility assessment
- Functional behavioral assessment

## **EXCEPTIONAL COSTS (cont.)**

**In the case of a child who is blind or visually impaired, the purchasing of braille books, large print and specialized material can be considered under exceptional costs.**

### **Evaluations Disallowed**

**Initial evaluation for the determination of initial eligibility.**

**The NHDOE will only consider the assessment costs for a student whose eligibility is in compliance. If the student's eligibility is out of compliance then the subsequent evaluation to correct the eligibility is disallowed.**

### **Other Exceptional Costs**

**Interest for emergency assistance loans and other costs associated with the emergency assistance loans may be entered in the financial summary under "Exceptional Costs."**

**The NHDOE will consider on a case by case basis other exceptional costs. Please contact the NHDOE to discuss these costs.**

Exceptional Costs

Enter Begin Date, End Date, number of Units of Service and the Cost per Unit

Click to save Exceptional Cost info.

Click to add additional invoices.

The screenshot shows the EasyIEP web application interface. At the top, there is a navigation menu with options like 'School System', 'System Info', 'Reports', 'Inactive Students', 'User Types', 'Financial Summary', 'Log Out', 'Main Menu', 'Summary', 'Lists', 'Inactive Users', 'User Type Assign', and 'Transfer Student'. Below the menu, there are input fields for 'Payment Ref Num:', 'Vendor Code:', 'Medicaid Eligible:' (with a 'Yes' checkbox), and 'District Code:' (with the value 'NHTS001').

The main section is titled 'Invoice # Line Items' and contains a table with the following columns: 'Del', 'Service', 'Setting', 'Begin Date', 'End Date', 'Units', 'Unit Price', and 'Amount'. The first row is labeled 'Exceptional Costs'. Below this table is a section for 'New Lines' with four rows, each containing a dropdown menu for 'Del', a dropdown for 'Setting', and input fields for 'Begin Date', 'End Date', 'Units', 'Unit Price', and 'Amount'. A note below the 'New Lines' section says '(to add a new line item, simply select and enter data for any of the 4 rows above)'. At the bottom of the form, there are four buttons: 'Update the database', 'Add New Invoice', 'Switch to Financial Summary', and 'Delete this Invoice'. The 'Add New Invoice' button is highlighted with a callout.

At the bottom of the page, there is a copyright notice: 'Copyright © 1999-2010, Public Consulting Group, Inc. All rights reserved'.

## DISALLOWED COSTS

It is the responsibility of the NHDOE to verify that the invoices entered into NHSEIS are for allowable costs. Here are several examples taken from actual District's invoices in which the NHDOE disallowed. It is the hope of the NHDOE by providing these examples of disallowed costs, it will assist the Districts. Each time a District enters disallowable costs into NHSEIS, the NHDOE must then work with the Districts to remove the costs. Since the review process of CAT AID is time specific, a smooth process will assist the NHDOE in meeting the legislative time line of January 1<sup>st</sup> for payment. The NHDOE will not consider costs for administrative function of personnel. Administrative functions can include but not limited to: cost to attend meeting, writing of reports including IEPs, development of IEPs and analysis of data.

- Please do not enter services as one total amount. When you enter services at one total amount NHSEIS will disallow the cost. NHSEIS is constructed so that invoices are entered based on the number of units identified within the IEP. Below is an example of how to properly enter units into NHSEIS.
  - 1 @ a set price Example: Transportation= 1@ \$9,000.00
  - Please enter as 180 units @\$50.00 = \$9,000

The allowable services on the invoice must match the service identified in the IEP. The IEP under custom special education services identifies a rehabilitative aide and district enters the cost from an invoice that states a one on one paraprofessional. The NHDOE will deny the invoice, you will be asked to remove these invoices from NHSEIS.

Please do not enter invoices for service provider's mileage, travel or hotel stays. These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not enter invoices for supplies such as paper, pencils, art supplies, movie rentals and aids to daily living (ADL). These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not submit invoices for the regular class. These are costs which will be disallowed. If a district enters this information, you will be asked to remove these invoices from NHSEIS.

Please do not enter placement under "Custom Special Education Services." The NHDOE will not consider the cost of placement including placements for approved special education summer programs for tuition and/or room/board that are entered into

**“Custom Special Education Services.”** If placement including placements for approved special education summer programs is in any other section of the IEP other than “Program Placement”, the cost will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

- If the dates of the program identified in the IEP, do not coincide with the invoice dates, the placement will be disallowed. Example:  
Invoice dates: July 1, 2009-June 30, 2010      Placement dates: September 1, 2009-June 30, 2010.  
For this example, you can see that an invoice was submitted for the months of July and August however, there was no placement identified in the program service section of the IEP for this time period. These are costs which will be disallowed. If a District enters this information, you will be asked to remove these invoices from NHSEIS.

If Districts submit invoices that were for services in the previous fiscal year, the NHDOE will disallow the costs identified in the invoices. The NHDOE can only consider invoices for services that have been rendered in the year in which the District is seeking Catastrophic Aid.

When Districts submit invoices for items that are used for the general student population or a general special education population these costs will be denied. Examples of such costs may include but are not limited to: purchasing items for common areas such as hallways, items for the overall special education department such as consumables including diapers, wet wipes and latex gloves cannot be considered a special education cost. These are costs which will be disallowed and Districts will be asked to remove these invoices from NHSEIS.

The NHDOE will only consider costs at the NHDOE’s or host state’s established rate. If the District pays over the established rate and enters this into NHSEIS, NHSEIS will disallow the difference between the established rate and the rate for which the District has been charged. Please contact Lisa Morrissette @ (603) 271-3738 to find out the host State’s established rate.

Example:

Harry F. Benjamin Special Education Program State Established Rate: \$199.99 per day  
Harry F. Benjamin Special Education Program Rate Charged to District: \$299.99 per day

If the District enters the rate of \$299.99 per day, NHSEIS will disallow \$100. Districts will be asked to remove the excess costs from NHSEIS.



The NHDOE will not endorse an IEP being modified after the expiration of the IEP in order for costs to be eligible for CAT AID. If there is a question regarding timelines, the NHDOE will verify in the date created section under Student History page.

Districts may not submit CAT AID costs for students who received Court-Ordered Placement Aid for the same placement(s) during the school year.

It is not the responsibility of the NHDOE to interpret the services identified on an invoice.

- **Example:** Sally Smith is a social worker who works with the family.
  - The IEP under custom special education services states home school consulting.
  - The invoices state in-home family counseling.

The NHDOE will not interpret the home school consulting as the same service identified in the invoice of in-home family counseling. The NHDOE will disallow these invoices since the services in the invoice do not match the services in the IEP.

The NHDOE considers “direct instruction” as the specially designed instruction outlined in IDEA. Direct instruction may be provided by a certified educator, specialist or related service provider. Direct Instruction should outline the content, methodology or delivery of instruction.

Direct instruction is not placement. If a district is attempting to use direct instruction for tuition costs, the NHDOE will disallow this cost.

Districts may enter program placement as time of the school day x 5 sessions per week.

- **Example:** Sally attends the Excel Special Education Program. This is a day program. The information is entered as:  
6.5 hours per day x 5 days/week.

Curriculum purchased for the regular classroom cannot be considered for CAT AID reimbursement.

Invoices which contain handwritten notes changing the description of the services will not be considered for CAT AID reimbursement.

Tuition for two full placements will not be considered for CAT AID reimbursement.

The NHDOE 25 includes administrative costs and cannot be used to determine for tuition for CAT AID reimbursement. Special education tuition should be calculated using the teacher’s salary divided by the number of students in the class. Calculating cost for a teacher who teaches 7 students in a self-contained program should be the teacher’s salary and benefits divided by 7.

**INACTIVATING COSTS - WHEN THE NHDOE IS AT THE POINT OF FINAL ANALYSIS, FOR DISTRICTS WHO HAVE NOT MADE THE NECESSARY CORRECTIONS, THE NHDOE MAY INACTIVATE COSTS WHICH HAVE BEEN DISALLOWED IN ORDER TO PROCESS THE REMAINING INVOICES FOR CAT AID.**

**DISALLOWED COSTS EXAMPLE**

The student's invoice total has exceeded the States 402 cap!

Invoice #	100000B	Locked:	<input type="checkbox"/> Yes
Invoice Date:	10/25/2009	Vendor:	A.C.C.E.S.S.
Payment Date:	05/25/2011	New Vendor:	Add a New Vendor
Payment Ref Num:	0216515	Vendor Code:	
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	NHT5001

Del	Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Units Allowed	Price Allowed	Amt Disallowed	Reason Disallowed	Attendance Certified	State Responsibility	Reim
<input type="checkbox"/>	2426 Day Program ( 10/01/2009 - 11/01/2009 )	Day	10/01/2009	11/01/2009	100	900.00	90000.00	3	900.00	37300.00	Units restricted to the total available (32) minus the number already billed (29)	<input checked="" type="checkbox"/>	0.00	
	Exceptional Costs											<input type="checkbox"/>	0.00	
<b>Totals:</b>					100	900.00	90000.00	3	900.00	37300.00		<input type="checkbox"/>	0.00	

**New Lines**

# 1		Day										<input type="checkbox"/>		
# 2		Day										<input type="checkbox"/>		
# 3		Day										<input type="checkbox"/>		
# 4		Day										<input type="checkbox"/>		

(to add a new line item, simply select and enter data for any of the 4 rows above)  
(to delete an entire Invoice, you must delete all it's line items)

**Reason for Disallowed cost=Units entered are over allowable amount.**

**To correct overage: Re-enter the correct amount of Units as identified in the IEP.**

## ALLOWABLE COSTS

For district-operated programs, only direct costs attribute to each student's Individualized Education Program (IEP) under **Special Education Services, Custom Special Services & Related Services** may be considered for reimbursement. No indirect costs such as pro-ration of regular staff salaries, building maintenance and operations, regular transportation, standard textbooks and school supplies will be allowed. If the program serves students from other districts on a tuition basis, the funds received must be subtracted from the operational costs of the program to accurately calculate the host district's real or net cost.

*\*\*Please subtract the cost charged for tuition for out of district students from the operational costs prior to establishing district tuition. Example: If the program has an operational cost of \$220,000 and the tuition for out of district students is \$20,000...subtract \$20,000 prior to calculating in-district costs. To further clarify, the \$200,000 should then be divided by 8 in district students to calculate an in-district student cost of \$25,000.*

For Extended School Year Services that occur in the summer months, these ESY services may be considered for CAT AID reimbursement providing that they meet the requirements as outlined in this manual. The NHDOE cannot consider "camps" as reimbursable under CAT AID since the Bureau of Special Education does not have the authority to approve camps for special education programs. For a list of approved special education programs that occur in the summer months, please check the NHSEIS list of approved programs that is posted on the front page of your NHSEIS site.

Districts may submit costs for home instruction under Ed 1111.05 Home Instruction for School Aged Children. Districts may submit costs for temporary home-based programs not exceeding 45 days in a school year. For home instruction programs greater than 45 days, the district must submit 10 days prior an application for home instruction to the State Director of Special Education. In addition, Home Instruction must be selected under program placement.

## Equipment Allowed

**Special education equipment costs will be considered provided such equipment is included in the child's IEP. Anything over \$250.00 and a life of more than one year is considered equipment. In order to seek reimbursement this equipment cannot be purchased using IDEA funds.**

**Software and license for software is an allowable expense. Software and license for software needs to be child specific purchased for a student with a disability. The district will need to submit an invoice to the NHDOE with back up. The backup would need to have the list of student's using the software. Software and license for the software must be considered specially-designed instruction.**

## CONSULTATION

**After due consideration based on input from the field, the NHDOE will consider consultation services as direct cost.**

The Department of Education provides the following for consideration of catastrophic aid if the consultations to staff and/or consultative services meet the following guidelines:

- Consultations to staff and/or consultative services are identified in the IEP under custom special education services.
- Invoices must clearly state consultation to staff and/or consultative services in the specific area that consult is occurring. The provider's qualifications are noted on the invoice.

**It is not the responsibility of the NHDOE to interpret the "consultant costs" identified on an invoice.**

- **Example:** Sally Smith is a social worker who works with the family.
  - The IEP under custom special education services states home school consulting.
  - The invoices state in-home family counseling.

The NHDOE will not interpret the home school consulting as the same service identified in the invoice of in-home family counseling. The NHDOE will not allow "consultant costs" on the invoices since the services in the invoice do not match the services in the IEP.

The NHDOE will not consider costs for CAT AID reimbursement for e-mail consults.

**The following will not be considered consultant costs as they are an administrative function:**

- **Planning, organizing, staffing, directing, coordinating, reporting developing, reviewing and budgeting**

**IN DISTRICT COSTS - IEP**

**Student History for Janson Smithy**

<a href="#">Log Out</a>   <a href="#">Main Menu</a>   <a href="#">Students</a>   <a href="#">Advanced Search</a>   <a href="#">My Docs</a>   <a href="#">Wizards</a>   <a href="#">Schools</a>   <a href="#">School System</a>   <a href="#">Users</a>   <a href="#">Super User</a>   <a href="#">PCG</a>											
3198	11/14/2010		IEP (Based on Event 3197)	11/15/2010		11/14/2011		Terry Hersh	<a href="#">IEP</a> (ID# 3745)	07/18/2011 15:23 (612 days)	<a href="#">Details</a>
3402	11/15/2011		Proposed IEP	11/15/2011		11/14/2012		Terry L KERSH	<a href="#">IEP</a> (ID# 3969)	01/06/2012 09:19 (440 days)	<a href="#">Details</a>
3403	11/15/2011		IEP (Based on Event 3402)	11/15/2011		11/14/2012		Terry L KERSH	<a href="#">IEP</a> (ID# 3969)	01/06/2012 09:19 (440 days)	<a href="#">Details</a>
3404	01/06/2012		Progress Report (2011 rp 1)					Terry L KERSH	<a href="#">Report Card</a> (ID# 3970)	01/06/2012 09:34 (440 days)	<a href="#">Details</a>
3780	06/01/2012		Parent/Guardian Consent to Evaluate					Terry Hersh		06/11/2012 10:56 (283 days)	<a href="#">Details</a>
3781	06/04/2012		Eligibility Determination	06/04/2012		06/04/2015		Terry Hersh		06/11/2012 11:06 (283 days)	<a href="#">Details</a>
4151	11/15/2012		Proposed IEP	11/15/2012		11/14/2013		Terry Hersh	<a href="#">IEP</a> (ID# 4754)	03/21/2013 14:58 (0 days)	<a href="#">Details</a>
4152	11/15/2012		IEP <a href="#">Update</a> (Based on Event 4151)	11/15/2012		11/14/2013		Terry Hersh	<a href="#">IEP</a> (ID# 4754)	03/21/2013 14:58 (0 days)	<a href="#">Details</a>

The event number in the student history is referenced in the services dropdown in the Financial Summary – adding an invoice

Click the details button

## IN DISTRICT COSTS – IEP DETAILS

 **Event Details Janson Smithy (4152)** [New Mail](#)

### Event Type: IEP (Current)

Meeting Date:	11/15/2012
Begin Date:	11/15/2012
End Date:	11/14/2013
Created By:	Terry Hersh
School:	Elm Street School
Doc ID:	4754
Doc Name:	<a href="#">IEP</a>
Primary Disability:	Traumatic Brain Injury
Placement:	-none-
Day Length:	6.50 hour(s)

Scroll down to the Services section to view the detail of IEP services.

#### Objective

Will focus attention on sound.

#### Services

Service Class	Service	Service Code	Provider	Time Spent	Begin Date	End Date	Medically Necessary	ESY	Program Vendor
Special Ed Services	Assigned to Class With Support of 1:1 Assistant	3008		60 sessions/wk of 30 min	11/15/2012	06/30/2013	No	No	
Special Ed Services	Assigned to Class With Support of 1:1 Assistant	3008		60 sessions/wk of 30 min	09/01/2013	11/14/2013	No	No	
Special Ed Services	Special Instruction	74400		6 sessions/wk of 30 min	11/15/2012	06/30/2013	No	No	
Special Ed Services	Special Instruction	74400		6 sessions/wk of 30 min	09/01/2013	11/14/2013	No	No	
Special Ed Services	Speech Language Consult			1 sessions/mnth of 60 min	11/15/2012	06/30/2013	No	No	
Special Ed Services	Speech Language Consult			1 sessions/mnth of 60 min	09/01/2013	11/14/2013	No	No	
Special Ed Services	Speech Pathology-Individual	6467		1 sessions/wk of 30 min	09/01/2013	11/14/2013	No	No	
Special Ed Services	Speech Pathology-Individual	6467		1 sessions/wk of 30 min	11/15/2012	06/30/2013	No	No	
Program Services	Resource Room	3961		6 sessions/day of 1 hr	11/15/2012	06/30/2013	No	No	Elm Street School, Laconia
Program Services	Resource Room	3961		6 sessions/day of 1 hr	09/01/2013	11/14/2013	No	No	Elm Street School, Laconia

## IN DISTRICT COSTS – ENTERING INVOICE

**Invoices** ✉ New Mail

Student: **Janson Smithy**    Student ID: **2039009**    SASID: **9876543212**    DOB: **11/15/2003**    District of Liability: **Kearsarge Regional**

School Year: **2012 - 2013** (C7/01/2012 - 06/30/2013)

Invoice #	<input type="text"/>	Locked:	<input type="checkbox"/> Yes
Invoice Date:	<input type="text"/> <span style="font-size: x-small;">[C] [D]</span>	Vendor:	<input type="text"/>
Payment Date:	<input type="text"/> <span style="font-size: x-small;">[C] [D]</span>	New Vendor:	<input type="button" value="Add a New Vendor"/>
Payment Ref Num:	<input type="text"/>	Vendor Code:	<input type="text"/>
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	<input type="text" value="NHTS001"/>

**Invoice # Line Items**

Del	Inactive	Service	Setting	Begin Date	End Date	Units	Unit Price
<input type="checkbox"/>		Exceptional Costs		<input type="text"/> <span style="font-size: x-small;">[C] [D]</span>	<input type="text"/> <span style="font-size: x-small;">[C] [D]</span>	<input type="text"/>	<input type="text"/>

**Invoice # Line Items**

Del	Inactive	Service	Setting	Begin Date	End Date	Units	Unit Price
<input type="checkbox"/>		Exceptional Costs		<input type="text"/> <span style="font-size: x-small;">[C] [D]</span>	<input type="text"/> <span style="font-size: x-small;">[C] [D]</span>	<input type="text"/>	<input type="text"/>

**New Lines**

# 1	<input type="text"/>	Day	<input type="text"/>				
# 2	<i>Assigned to Class With Support of 1:1 Assistant</i>	Day	<input type="text"/>				
# 3	4152 Assigned to Class With Support of 1:1 Assistant (11/15/2012 - 06/30/2013)	Day	<input type="text"/>				
# 4	<i>IEP 11/15/10-11/14/11</i>	Day	<input type="text"/>				
	3403 IEP 11/15/10-11/14/11 (11/15/2011 - 11/14/2012)	Day	<input type="text"/>				
	<i>Resource Room</i>						
	4152 Resource Room (11/15/2012 - 06/30/2013)						
	<i>Special Instruction</i>						
	4152 Special Instruction (11/15/2012 - 06/30/2013)						
	<i>Speech Language Consult</i>						
	4152 Speech Language Consult (11/15/2012 - 06/30/2013)						
	<i>Speech Pathology-Individual</i>						
	4152 Speech Pathology-Individual (11/15/2012 - 06/30/2013)						
	<i>Wediko School, Day Program</i>						
	3403 Wediko School, Day Program (11/15/2011 - 11/14/2012)						

In the services dropdown list the number refers to the event number in the student history. Refer to the IEP details shown on the prior page for the number of units and the Length of unit.

## IN DISTRICT COSTS – ENTERING INVOICE

**Invoices** [New Mail](#)

Student: **Janson Smithy** Student ID: **2039009** SASID: **9876543212** DOB: **11/15/2003** District of Liability: **Kearsarge Regional**

School Year: **2012 - 2013** (07/01/2012 - 06/30/2013)

Invoice #	Inv 1	Locked:	<input type="checkbox"/> Yes
Invoice Date:	12/01/2012 <input type="button" value="B6"/>	Vendor:	Kearsarge Regional Elementary, New London
Payment Date:	12/01/2012 <input type="button" value="B6"/>	New Vendor:	<input type="button" value="Add a New Vendor"/>
Payment Ref Num:		Vendor Code:	21980
Medicaid Eligible:	<input type="checkbox"/> Yes	District Code:	NHTS001

**Invoice # Inv 1 Line Items**

Service	Setting	Begin Date	End Date	Units	Unit Price	Amount	Unit Allow
4152 Assigned to Class With Support of 1:1 Assistant ( 11/15/2012 - 06/30/2013 )	Day	11/15/2012	11/30/2012	120	10.00	1200.00	
4152 Special Instruction ( 11/15/2012 - 06/30/2013 )	Day	11/15/2012	11/30/2012	12	20.00	240.00	
4152 Speech Pathology-Individual ( 11/15/2012 - 06/30/2013 )	Day	11/15/2012	11/30/2012	2	70.00	140.00	
Exceptional Costs		<input type="button" value="B6"/>	<input type="button" value="B6"/>				

Enter the invoice, selecting the IEP service from the dropdown list. Enter the begin date and end date of the service. Enter the number of units and unit price. The district must certify student attendance or the invoice will be disallowed.

## IN DISTRICT COSTS – BACKUP INFORMATION

Example of backup information needed for the invoiced services.

Occupational Therapy

For district operated programs, only direct costs attributable to each student's Individualized Education Program (IEP) may be claimed. No indirect cost such as pro-ration of regular education staff salaries, building maintenance and operations, regular transportation, standard textbooks and school supplies but not limited to will be allowed. If the program serves students from other district on a tuition basis, the funds received must be subtracted from the operational costs of the program to accurately calculate the host district's real or net costs.

### **Service Log must include:**

**Provider:** Sally Smith

**Provider signature**

**Service provided:** OT

**Student:** Janson Smithy  
and/or sasid # 12345679890

**Dates of service,** 11/15/12,  
11/16/12, 11/17/12 etc

**Units of service,** 30 minutes

**Code: if applicable,** ie  
G#=group, number of students,  
I=individual, C=consult,  
E=Evaluations, AB=student  
absent

### **District Pay Contract: -**

Sally Smith

-Annual Pay & Benefits &  
Length of Contract,  
ie \$21600/180 days/6  
hours=\$20/2 units =\$10.00 per  
unit

**Contract must be signed and  
dated.**

### **District Invoice:**

- District, SAU #
- District Address &  
Contact information
- Invoice # or ref.
- Invoice date
- Student identification,  
ie name/sasid
- Invoice period
- Invoice service
- Units and cost

Group rates need to be  
determined by provider's  
hourly rate and divided by  
the number of students in  
the group

Clearly show  
the  
calculations

## INACTIVE STUDENTS

You may have to access Inactive Students since they may have exited from special education for reasons such as graduated or aged out. Districts have the ability to apply for CAT AID for students who are inactive within the school year that they are seeking CAT AID.

**The next page outlines how to access the financial summary for inactive student.**

EasyIEP (nhtrainingsite, Bridget Goodwin) - Windows Internet Explorer

https://nhses.ed.state.nh.us/easyiep.plk?op=alt\_authenticated&CustomerName=nhtrainingsite&SessionID=67FFB5F111B11015B2AED231EAF1ED6

File Edit View Favorites Tools Help

McAfee

EasyIEP (nhtrainingsite, Bridget Goodwin)

Log Out Main Menu Students Advanced Search My Docs Wizards Schools School System Users My Info PCG

EASYIEP

EasyIEP™ v 9.5 Message Board

Send us a message: [Question](#) / [Bug Report](#) / [Comment](#) / [Suggestion](#) / [My Messages](#)  
[Review the License Agreement](#)

**NOTE:** Your browser is using JavaScript version 4.0, and your monitor's resolution is 1152 by 864 pixels.

**12/22/2010 RTilton. The upgrade to Version 9.6 has been cancelled until a future date.**

**11/30/2010 RTilton. The NHSEIS system will be down from Midnight December 27, 2010 for upgrade to Version 9.6. The system will be backup at 8:00 A.M. on December 30, 2010.**

12/20/10 THersh. NHSEIS Forum 12-30-10 at 10:00 AM. Thank you.

11/8/10 NFaro. For those school districts that have a student at the Contoocook School, we have updated the Contoocook School Program Capacity to 20 per a program approval 11/18/10 THersh. NHSEIS Forum 11-19-10 at 11:00 AM. Thank you.

letter for that amount.

10/25/10 THersh. COTA has been added to the Service Coordinator Title and the Service Provider Title in NHSEIS.

10/6/10 RTilton. The Department will be making the final draw down for data to compile Table 4 and Table 5 on October 7, 2010.

9/28/10 RTilton. When doing the reports for your District for Table 4 use the Begin Date of 7/1/09 and the End Date 6/30/10, for Table 5 use School Year of 2009-2010. These report will be run by the Department on 10/04/10 for reporting to OSEP. Tables 1 and 3 have a census date of 10/1/2010 with a reporting date of 2/1/2011. Using these dates will be the same dates that the Department will report for.

2/5/09 TMorrill. The Data Quality and Advance Search Compliance reports should be run on a monthly basis to identify students; transferred into your SAU, missing required data elements, and address SPED compliance. NHSEIS compliance is a symbol. Ideally, all students should have a green check mark symbol. A green check mark does not ensure the student has a placement as part of the compliant IEP(check the IEP service detail.

1/20/10 T.Hersh. For the Data Quality Report, missing District of Liability or Town of Residence MUST be corrected in the IEP Process Wizard, Student Information.

Start | Internet | 100% | 10:22 AM

To access Inactive students, click on School System.

**INACTIVE STUDENTS CONT.....**

The screenshot shows the EasyIEP web application interface. At the top, there is a navigation menu with the following items: School System, System Info, Reports, Inactive Students, User Types, Financial Summary, Log Out, Main Menu, Summary, Lists, Inactive Users, User Type Assign, and Transfer Student. The 'Financial Summary' item is highlighted. Below the navigation menu, the page title is 'Manage Inactive Students'. The main content area contains a table with the following data:

Student ID	Name	Date of Birth	School	Date Exited	Reason for Exiting	Post Secondary Info	Event History
2022187	<a href="#">Daisy Test</a>	10/01/2001	ELEM	06/21/2010	Moved to another NH School district	Information	History

Below the table, there is a copyright notice: Copyright © 1999-2011, Public Consulting Group, Inc. All rights reserved.

Click on  
Financial  
Summary

### TIMELINES FOR CAT AID

The NH Department of Education, Bureau of Special Education, must provide the Division of Revenue Administration the estimated amount of CAT AID reimbursement to be received by each school district. This information must be provided by the end of August to ensure that tax rates are set in a timely fashion. The school district's cooperation in meeting the following deadlines is critical.

#### Deadlines:

Districts should be entering CAT AID data into NHSEIS on a monthly basis. The NHDOE is available to assist districts and provide technical assistance throughout the year in the CAT AID process.

**July 31st** Deadline for districts to have entered CAT AID data into NHSEIS. Submit transportation, exceptional costs and all invoices to the NHDOE, along with a screen print of the NHSEIS financial summary page and all in-district rate sheets showing special education and related service costs. Please provide documentation how costs were calculated. Also, submit employee data sheets. Back-up documentation must be student specific. Please do not send bulk documentation for all students.

\*Districts will create a list of all students for which they are applying for CAT AID, submit the Superintendent's Verification of CAT AID Form, verifying attendance and financial records and submit to the NHDOE (See form in Appendix).

Beginning **August 1<sup>st</sup>** NHDOE processes the invoices from August 1<sup>st</sup> to mid-December. Please work with your vendors to ensure that they are able to meet these timelines.

\* If a District had a student eligible for CAT AID who moved to or from the district during the school year, please contact Lisa Morrissette at the NHDOE, 271-3738.

## **APPENDICES**

### **Definitions**

**CAT AID** means financial assistance for special education costs distributed under RSA 186-C: 18, III to a responsible school district.

**Contributed Funds** means funds contributed to defray the cost of a special education and by any party or agency other than the LEA.

**Direct Costs** means those costs which can be identified specifically with the provision of special education and related services, as included in a child's IEP, as per the NH RULES.

**Emergency Assistance** means funds appropriated for special education costs as provided in 186 C: 18, III.

**Indirect Costs** means those costs which have been incurred for common or joint objectives and which cannot be identified with the provision of special education and related services as included in a particular child's IEP.

**Responsible School District** means a school district which is responsible for a child with a disability for whom the costs of special education exceed the formula established by RSA 186 C: 18, III.

(New Hampshire Rules for the Education of Children with Disabilities, June 30, 2008 p.196-197)

NEW HAMPSHIRE RULES FOR THE EDUCATION OF CHILDREN WITH DISABILITIES  
**RSA 186-C: 18, III**  
June 30, 2008

**RSA 186-C: 18, III**

- (a) The State Board of Education through the commissioner, Department of Education, shall distribute aid available under this paragraph as entitlement to such school districts as have a special education pupil for whose costs they are responsible, for whom the costs of special education in the fiscal year exceed 3 1/2 times the estimated state average expenditure per pupil for the school year preceding the year of distribution. If in any year, the amount appropriated for distribution as catastrophic special education 186-C: 18 aid in accordance with this section is insufficient therefore, the appropriation shall be prorated proportionally based on entitlement among the districts entitled to a grant. If there are unexpended funds appropriated under this paragraph at the end of any fiscal year, such funds shall be distributed for court-ordered placements under RSA 186-C:19-b. The state may designate up to \$250,000 of the which are appropriated as required by this paragraph, for each fiscal year, to assist those school districts which, under guidelines established by rules of the State Board of Education, may qualify for emergency assistance for special education costs. Upon application to the Commissioner of Education, and approval by the commissioner, such funds may be accepted and expended by school districts in accordance with this chapter; provided, however, that if a school district has received emergency assistance funds for certain **children with disabilities**, it shall not receive catastrophic special education aid for those same **children with disabilities**. If any of the funds designated for emergency assistance under this paragraph are not used for such emergency assistance purposes, the funds shall be used to assist school districts in meeting catastrophic cost increases in their special education programs as provided by this paragraph.
- (b) The school district shall be liable for 3- 1/2 times the estimated state average expenditure per pupil for the school year preceding the year of distribution, plus 20 percent of the additional cost, up to 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.
- (c) The Department of Education shall be liable for 80 percent of the cost above the 3- 1/2 times the estimated state average expenditure per pupil for the school year preceding the year of distribution, up to 10 times the estimated state average expenditure per pupil for the school year preceding the year of distribution. The Department of Education shall be liable for all costs in excess of 10 times the estimated state average expenditure per pupil for the school year proceeding the year of distribution.

**PART Ed 1128**  
**SPECIAL EDUCATION CAT AID**

**Ed 1128.01 Definitions.** The following definitions shall apply for the purposes of Ed 1128.

- (a) "CAT AID" means financial assistance for special education costs distributed under RSA186-C: 18, III to a responsible school district.
- (b) "Contributed funds" means funds contributed to defray the cost of a special education and by any party or agency other than the LEA.
- (c) "Direct costs" means those costs which can be identified specifically with the provision of special education and related services, as included in a child's IEP.
- (d) "Emergency assistance" means funds appropriated for special education costs as provided in 186 C: 18, III.
- (e) "Indirect costs" means those costs which have been incurred for common or joint objectives and which cannot be identified with the provision of special education and related services as included in a particular child's IEP.
- (f) "Responsible school district" means a school district which is responsible for a child with a disability for whom the costs of special education exceed the formula established by RSA 186 C: 18, III.

**Ed 1128.02 Reimbursement.** A responsible school district shall be reimbursed for CAT AID if the following requirements are met.

- (a) The special education costs for which the district is seeking payment shall exceed the statutory threshold established by RSA 186-C: 18, III.
- (b) Each child with a disability for whom the responsible district is seeking catastrophic aid reimbursement shall be:
  - (1) Enrolled in an approved special education program that:
    - a. Provides FAPE; and
    - b. Meets the requirements established in:
      - 1. Ed 1128.02;
      - 2. Ed 1128.03;
      - 3. Ed 1128.05; or
      - 4. Ed 1117; or
  - (2) In a placement for which a hearing officer, pursuant to Ed 1123, orders the responsible school district to reimburse parents in accordance with 34 CFR 300.148.

**§300.148 Placement of children by parents when FAPE is at issue.**

- (a) General. This part does not require an LEA to pay for the cost of education, including special education and related services, of a child with a disability at a private school or facility if that agency made FAPE available to the child and the parents elected to place the child in a private school or facility. However, the public agency must include that child in the population whose needs are addressed consistent with §§300.131 through 300.144.
- (b) Disagreements about FAPE. Disagreements between the parents and a public agency regarding the availability of a program appropriate for the child, and the question of financial reimbursement, are subject to the due process procedures in §§300.504 through 300.520.
- (c) Reimbursement for private school placement. If the parents of a child with a disability, who previously received special education and related services under the authority of a public agency, enroll the child in a private preschool, elementary school, or secondary school without the consent of or referral by the public agency, a court or a hearing officer may require the agency to reimburse the parents for the cost of that enrollment if the court or hearing officer finds that the agency had not made FAPE available to the child in a timely manner prior to that enrollment and that the private placement is appropriate. A parental placement may be found to be appropriate by a hearing officer or a court even if it does not meet the State standards that apply to education provided by the SEA and LEAs.
- (d) Limitation on reimbursement. The cost of reimbursement described in paragraph (c) of this section may be reduced or denied--
  - (1) If--
    - (i) At the most recent IEP Team meeting that the parents attended prior to removal of the child from the public school, the parents did not inform the IEP Team that they were rejecting the placement proposed by the public agency to provide FAPE to their child, including stating their concerns and their intent to enroll their child in a private school at public expense; or

- (ii) At least ten (10) business days (including any holidays that occur on a business day) prior to the removal of the child from the public school, the parents did not give written notice to the public agency of the information described in paragraph (d)(1)(i) of this section.
  - (2) If, prior to the parents' removal of the child from the public school, the public agency informed the parents, through the notice requirements described in §300.503(a)(1), of its intent to evaluate the child (including a statement of the purpose of the evaluation that was appropriate and reasonable), but the parents did not make the child available for the evaluation; or
  - (3) Upon a judicial finding of unreasonableness with respect to actions taken by the parents.
- (e) Exception. Notwithstanding the notice requirement in paragraph (d)(1) of this section, the cost of reimbursement--
  - (1) Must not be reduced or denied for failure to provide the notice if--
    - (i) The school prevented the parents from providing the notice;
    - (ii) The parents had not received notice, pursuant to §300.504, of the notice requirement in paragraph (d)(1) of this section; or

- (iii) Compliance with paragraph (d)(1) of this section would likely result in physical harm to the child; and
- (2) May, in the discretion of the court or a hearing officer, not be reduced or denied for failure to provide this notice if--
  - (i) The parents are not literate or cannot write in English; or
  - (ii) Compliance with paragraph (d)(1) of this section would likely result in serious emotional harm to the child.

- (c) The responsible school district shall report evaluation, placement, and eligible cost data for a child with a disability for CAT AID in accordance with Ed 1128.07.
- (d) The information entered into NHSEIS under Ed 1128.04 shall be verified on a catastrophic aid verification form signed and dated by an individual authorized to make application for CAT AID on behalf of the responsible school district. The verification form shall be submitted to the department no later than 4:30 p.m. on August 15 or, if August 15 falls on a weekend, no later than 4:30 p.m. on the next business day.

**Ed 1128.03 Limitations on Reimbursement.**

A responsible school district shall:

- (a) Be eligible for reimbursement only for those direct costs which are included in the IEP of a child with a disability, and which qualify as special education and related services.
- (b) Not be reimbursed for:
  - (1) Costs which exceed rates established by Ed 1129 for tuition, instruction, room and board, and related services; or
  - (2) Indirect costs.

**Ed 1128.04 Application for CAT AID.**

To apply for the CAT AID, a responsible school district shall:

- (a) Enter the following program information into the NHSEIS database system:
  - (1) Instructional costs;
  - (2) Room and board costs;
  - (3) Tuition costs;
  - (4) Costs for related services, for which the department has approved a rate under Ed1129, including:
    - a. Counseling, both individual and group;
    - b. Occupational therapy, both individual and group;
    - c. Physical therapy, both individual and group; and
    - d. Speech pathology, both individual and group;

- (5) Costs for related services for which the department had not approved a rate under Ed 1129, provided such services are included in the IEP of the child with a disability;
- (6) Transportation costs;
- (7) Exceptional costs, including diagnostic costs for services defined under Ed 1107; and
- (8) Any contributed funds.

(b) Send supporting documentation to the department for:

- (1) Transportation costs under (a)(6) above in excess of \$5,000;
- (2) Exceptional costs under (a)(7);
- (3) Instruction, room and board, and/or tuition costs from out-of-state facilities;
- (4) Instructional costs from public programs; and
- (5) All related services when no rate is set.

**Ed 1128.05 Calculation of Cost of Special Education.**

The cost of special education for a particular child with a disability shall equal the costs entered into NHSEIS under Ed 1128.04(a)(1) – (7), less contributed funds entered into NHSEIS under Ed 1128.04(a)(8).

**Ed 1128.06 Emergency Assistance.**

- (a) Emergency assistance shall be available pursuant to RSA 186-C 18, III.
- (b) The department shall mail application forms for emergency assistance to all school districts in the state no later than the first Friday in April.
- (c) When a responsible school district applies for emergency assistance, it shall:
  - (1) Enter information into NHSEIS as provided in Ed 1128.04(a); and
  - (2) Supply supporting documentation as provided in Ed 1128.04(b).
- (d) An application for emergency assistance for the school year in progress shall be submitted to the department by a responsible school district no later than 4:30 p.m. on the first Friday of May.
- (e) On applications for emergency assistance, a responsible school district shall document that:
  - (1) The district could not have anticipated the need of this child with a disability for a comprehensive special educational program;
  - (2) The district is experiencing a financial crisis and could not, through line item budget transfers or other financial management techniques, appropriate the funds necessary to provide this child with a disability with FAPE; and

(3) There are no other sources of financial support available to assist the district with the funding of this placement.

(f) If a responsible school district receives emergency assistance funds for certain children with a disability, it shall not receive CAT AID for these same children.

**Ed 1128.07 Proration.** Pursuant to RSA 186-C:18,IX, when a child with a disability transfers from one responsible school district to another during the school year, the following shall apply to the proration of CAT AID and emergency assistance among responsible districts:

**RSA 186-C:18,IX** - When a student for whom a district receives state aid for special education under this section transfers to another school district during the school year, both the district liability and the reimbursement under this section shall be prorated among such districts. This proration shall be based upon the number of school days that the student was a resident of each district.

(a) Each district shall be reimbursed for only each school day on which the child was a resident of the district; and

(b) Each district shall file separate application forms.

#### **Ed 1128.08 State Aid for In-District Programs**

(a) The following definitions shall apply for the purposes of this section:

- (1) **“State Aid for Out-of-District Placements” means the funding to establish or support school district based programs for children with disabilities who have been in out-of-district placements in the previous school year under RSA186-C:18, XI;**
- (2) **“Contributed funds” means funds provided to defray the cost of a special education by any party or agency other than the LEA;**
- (3) **“Direct costs” means those costs which can be identified specifically with the provision of special education and related services, as included in a child’s IEP;**
- (4) **“Indirect costs” means those costs which have been incurred for common or joint objectives and which cannot be identified with the provision of special education and related services as included in a particular child’s IEP;**
- (5) **“Liable school district” means a school district which is legally responsible for the education of the child with a disability; and**
- (6) **“Supplemental costs” means the difference between the district’s average per pupil cost and the cost of education for the child with a disability.**

**(b) A liable school district shall be reimbursed for the development or maintenance of an in-district special education program, under this paragraph, if the following requirements are met:**

- (1) The costs for which the district is seeking reimbursement shall establish or support a school district-based program for a child with disabilities who was in an out-of-district placement in the previous school year as required in RSA 186-C:18, XI;**
- (2) The in-district program shall be approved pursuant to the provisions of Ed 1126.02;**
- (3) The child for whom the district is seeking reimbursement shall have been placed in the in-district program pursuant to the provisions of Ed 1111.02;**
- (4) The child for whom the district shall be seeking reimbursement is receiving a FAPE;**
- (5) The liable school district shall report eligible cost data for a child with a disability pursuant to Ed 1128.04, (a), (1) through (5) and in accordance with Ed 1128.07, if applicable;**
- (6) The information entered into NHSEIS under Ed 1128.04 shall be verified on a state aid verification form signed and dated by an individual authorized to make application for state aid on behalf of the liable school district;**
- (7) The verification form shall be submitted to the department no later than 4:30 p.m. on August 15 or, if August 15 falls on a weekend, no later than 4:30 p.m. on the next business day; and**
- (8) Payment to the school district, under this paragraph, shall be on or before January 1.**

**(c) Limitations on reimbursement shall be as follows:**

- (1) A liable school district shall be eligible for reimbursement, under this paragraph only for children with disabilities whose placement has changed from an out-of-district placement to an in-district program developed or maintained by the responsible school district, and only for:**
  - a. The direct costs that are included in the IEP in accordance with (b) (5) above; and**
  - b. The direct costs that qualify as special education and related services, that allow the student with disabilities to be educated in the local school district program;**

**(2) A liable school district shall not be reimbursed for:**

- a. Costs which exceed rates established by Ed 1129 for tuition, instruction, and related services;**
- b. Indirect costs; or**
- c. Contributed funds;**

**(3) The reimbursement amount the school district shall receive shall be the greater of:**

- a. The supplemental costs incurred by the school district to educate the child in the in-district program; or**
- b. The amount the school district received for the child in the last year of the out-of-district program, prior to placing the student in the in-district program, under this paragraph;**

**(4) The reimbursement under (c) (3) above shall be made for 3 years, as follows:**

- a. Reimbursement under (c) (3) a. above the supplemental amount for all 3 years; or**
- b. Reimbursement under (c) (3) b. above:**
  - 1. In year one, 70 percent of the total amount in (c) (3) b. above;**
  - 2. In year 2, 50 percent of the total amount in (c) (3) b. above; and,**
  - 3. In year 3, 30 percent of the total amount in (c) (3) above.**

**(d) Funds distributed under RSA 186-C:18, XI shall be:**

- (1) Made in accordance with the provisions of (b) above;**
- (2) Prorated in accordance with RSA 186-C:18, III (a), if insufficient funds are appropriated; and**
- (3) Used to assist school districts in meeting CAT AID costs in their special education programs to the extent that they are not used to fund the program set out in RSA 186-C:18, XI.**

## SPECIAL EDUCATION SERVICES SCREEN IN NHSEIS

Quick link to sections of IEP Wizard.

Logout | Exit PW | PW Home | View Documents | Question/Suggestion | Report an Error

### Special Education Services

Tweety Birdie

Add special education services to the student's record.

**Note: If you add a SPED service on this page, you must enter the # of sessions, setting, and session length. You will then need to click on the "details" of the service and complete the fields on the page.**

Delete	Special Ed Service	# Sessions	Session Length	Setting	Medically Necessary	Dates Start/End	# Goals	
<input type="checkbox"/>	Instructional Accommodations	2 per day	1 hr	Special Education Setting	<input type="checkbox"/>		2	Details

Add Special Ed Services

<< Back | Just Save | Save & Continue >>

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Use this screen in NHSEIS to enter Special Education Services. These services must be linked to a current IEP.

## Custom Special Services Screen in NHSEIS

The screenshot shows the 'Add Special Ed Services' screen in the EasyIEP application. The browser window title is 'EasyIEP [nhtrainingsite, Bridget Goodwin] - Windows Internet Explorer'. The URL is 'https://nhses.ed.state.nh.us/easyiep.plk?op=alt\_authenticated&CustomerName=nhtrainingsite&SessionID=36AE97D73D2A1015B05E9954D8DCDC8'. The page has a navigation bar with buttons: Logout, Exit PW, PW Home, View Documents, Question/Suggestion, and Report an Error. A left sidebar contains a tree view of navigation options including Goals, Services, Participation, Accommodations, Special Ed Services, Related Services, Supplements, Aids, Supports for School Personnel, Justification, Nonparticipation, Transportation, Assessments, Participation, Assessment, Accommodations, Extended School Year, Extended School Year, ESY Goals, and Program Placement. The main content area is titled 'Add Special Ed Services' for 'Tweety Birdie'. It contains two tables:

Special Ed Services	Num Sessions	Session Length	Setting
-none-	per day	min	
-none-	per day	min	
-none-	per day	min	
-none-	per day	min	

  

Custom Special Ed Services	Num Sessions	Session Length	Location
	per day	min	

Below the tables, a message states: 'To add more than 4 services of any one type, you must update the database, then return to this page.' At the bottom, there are '<< Back' and 'Save & Continue >>' buttons, and a copyright notice: 'Copyright © 1999-2011, Public Consulting Group, Inc. All rights reserved.'

Use this screen in NHSEIS to enter Custom Special Education Services from the IEP.

## Related Services Screen in NHSEIS

This screen in NHSEIS is used for entering Related Services.

**Related Services**  
Tweety Birdie

Add related services to the student's record on this page.

Note: If you add a service on this page, you must enter the # of sessions, setting, and session length. You will then need to click on the "details" of the service and complete the fields on the page.

Delete	Related Service	# Sessions	Session Length	Setting	Medically Necessary	Dates Start/End	# Goals	
<input type="checkbox"/>	Occupational Therapy	2 per day	45 min	Special Education Setting	<input checked="" type="checkbox"/>		2	Details
<input type="checkbox"/>	Recreation/Recreation Therapy	1 per day	45 min	Special Education Setting	<input checked="" type="checkbox"/>		2	Details
<input type="checkbox"/>	Counseling - Individual	1 per day	30 min	Special Education Setting	<input checked="" type="checkbox"/>		3	Details

**Add Related Services**

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You may add additional Related Services by clicking this button and entering the required information.

Virginia M. Barry, Ph.D.



## SUPERINTENDENT'S VERIFICATION OF CAT AID

District \_\_\_\_\_  
SAU # \_\_\_\_\_

Number of Students with Catastrophic Cost Records: \_\_\_\_\_

Total Catastrophic Costs Reported for District: \_\_\_\_\_

I certify that, during Fiscal Year 2014, the total expenses entered above were incurred by the school district for services provided to the Special Education students who were eligible for Catastrophic Aid. The cost to the district for fulfilling each student's Individual Education Program (IEP) during Fiscal Year 2014 has exceeded 3-1/2 times state average tuition.

I certify that the district is only requesting reimbursement for costs paid by local funds. No reimbursement is being requested for personnel or services paid by IDEA federal funds.

Detailed accounting will be maintained by the school district and will include the invoices, as well as checks and payment vouchers on which the payments were made.

\_\_\_\_\_  
Superintendent of Schools signature

\_\_\_\_\_  
Date